

BOSTON REDEVELOPMENT AUTHORITY

POLICIES AND PROCEDURES FOR THE SALE OF SMALL PARCELS FOR
LANDSCAPING AND OTHER INCIDENTAL RESIDENTIAL USES
IN THE CHARLESTOWN URBAN RENEWAL AREA

I. Parcels to be Offered for Sale

These policies and procedures cover all parcels to be acquired for residential and incidental residential uses under the Charlestown Urban Renewal Plan (designated as "R" and "X" parcels) that are impracticable for development as sites under the sales housing program or unsuitable for public use.

Before a parcel is offered under these policies and procedures, a determination will be made by the Development Administrator as to whether, if the parcel is in private ownership, the owner is maintaining the property consistent with the uses and controls prescribed herein. If the Development Administrator makes a finding that the owner is maintaining the property consistent with such requirements, he may recommend to the Authority that the property not be acquired under the Urban Renewal Plan or that the property not be acquired as long as such requirements are satisfied.

II. Requirements

A. Use

The types of uses that may be designated for each of the parcels (covered by the policies and procedures) include gardens, yards, plazas, parking, and additions to housing.

In each case the uses that are compatible with adjoining or neighboring uses and consistent with the Urban Renewal Plan will be set forth in a statement called "Development Objectives and Controls for Parcel _____."

B. Preference

In recommending to the Authority the selection of any person as purchaser of the parcel in question, the Development Administrator will adhere to the following order of preference:-

First, persons who own property abutting on the available parcel; and, within this category, consideration will be given in the following order to any person who:

- (a) maintains the parcel under a permit from the City (that is issued to such person or his tenant) or with written permission of the owner;
- (b) proposes to use all or a portion of the available parcel in such manner as will enable him to extend his property to meet the needs for yard or open space consistent with the objectives of the Urban Renewal Plan; and
- (c) has a good record of maintaining his own property; and

Second, persons who own or occupy property in the surrounding area; and, within this category, consideration will be given to factors (a) and (c) under the first category above;

provided that if the parcel has been maintained under a permit from the City or with permission of the owner by any person who is not an owner of an abutting parcel and persons owning abutting parcels also

desire to purchase the property in question, then the Development Administrator may recommend that such person who is not an owner of an abutting parcel be offered a leasehold interest in such parcel for a term of years or as long as he maintains it consistent with the uses and controls prescribed herein and that a person owning an abutting parcel selected in accordance with the considerations set forth in the first category above be offered title to the land.

C. Controls

All proposals must adhere to the land use controls and building requirements of the Urban Renewal Plan, the special requirements established by the Authority set forth in the "Development Objectives and Controls" for each parcel, as well as the City of Boston Building, Zoning, and Fire Prevention Codes and the State Sanitary Code.

If the existing Zoning and Building Code controls are inconsistent with the general requirements of the Urban Renewal Plan or the special requirements of the "Development Objectives and Controls," it is the objective of the Authority to support amendments or variances to such codes in order to permit the uses contemplated under the Plan.

D. Design Review

All plans and proposals for developing the parcels shall be submitted to the Authority for review and approval in order to insure compliance with the above controls. If any plans or proposals are

unsatisfactory, changes will be suggested. Before the Authority will sell the parcel, the plans or proposals pertaining thereto must be found to be acceptable.

E. Land Price

The purchase price of land sold for any of the above uses will equal the fair value of the property for such proposed uses as determined by two independent appraisers and as approved by the Federal Department of Housing and Urban Development.

F. Legal and Financial Ability

Persons proposing to purchase and improve a parcel of land will be required to file with the Authority a statement indicating the person or persons who will take title to the property and demonstrating that they have the financial resources necessary to carry out the proposed development.

G. Time Schedule

Persons will be required to commence and complete the improvements within a specified time period generally in the range of three to six months.

H. Subdivisions

Proposals for divided or joint ownership of a single parcel will be entertained.

III. Submissions and Review

A. Public Notification

As sites become available for landscaping and other improvements, and pursuant to authorization of the Authority, the Project

Director will notify by letter (see Exhibit "A" attached) owners of abutting parcels, persons using the available site under permit from the City, and all persons who have indicated in writing an interest in owning and improving the parcel in question. The letter will contain a map identifying the parcel and the statement called "Development Objectives and Controls for Parcel _____."

B. Submission of Letter of Interest

All persons interested in owning and improving an available parcel should send a letter (generally in the form of Exhibit "B" attached) setting forth their interest in buying the parcel for particular purposes, i.e., garden, yard, parking, etc., and including a brief description of the work they would perform to improve the parcel.

C. Negotiation Period and Recommended Selection

Members of the staff of the Authority will be available to explain the objectives and controls pertaining to each parcel, the pertinent time schedule, and other project data.

The staff of the Authority will review each letter of interest submitted. After review, persons will be notified that either they do not meet the requirements as stated herein, or there are other proposals that have been submitted

which are in a higher preference, or that their proposal does meet the requirements. In the latter case, they will be asked to submit a detailed proposal and a "Redeveloper's Statement for Public Disclosure" and a "Statement of Qualifications and Financial Responsibility", the form of which will be provided by the Authority.

If the person is willing to submit a detailed proposal, the Development Administrator will inform the Authority that a letter of interest has been received and a detailed proposal has been requested, and will recommend that the necessary public disclosure of the name of the person submitting the letter of interest be made in accordance with Federal regulations.

D. Purchase and Sale Agreement

If the detailed plans meet all requirements as explained in this document, a Purchase and Sale Agreement will be prepared. It will contain the conditions for the sale of the property, the required controls, a legal description of the parcel, a description of any easements or restrictions, the time schedule for the delivery of the deed to the parcel, the time schedule for beginning and completing the proposed improvements, and an agreement to maintain the parcel.

E. Sale of the Parcel

After appropriate public disclosure of the Land Disposition Agreement, the Development Administrator may submit it to the Authority for approval. Upon approval, the agreement will be executed, and pursuant thereto, the Authority will convey the property to the purchaser.

EXHIBIT "A"

LETTER TO ABUTTERS

BOSTON REDEVELOPMENT AUTHORITY
81 Elm Street
Charlestown, Massachusetts

Re: Parcel _____ shown on attached map
Location: _____

Dear _____,

Under the Charlestown Urban Renewal Plan, the above vacant parcel may be purchased and improved by owners of abutting property. The Authority has prescribed new uses for this lot which insure that its development will benefit and enhance the surrounding area in accordance with the objectives of the Urban Renewal Plan. Permitted uses are set forth in the enclosed statement, "Development Objectives and Controls for Parcel ____."

We are writing to offer you and the owners of the other abutting properties the opportunity to purchase this parcel. The parcel will be sold at a fair value for its new use as determined by two appraisers and approved by the Federal Department of Housing and Urban Development. The approximate range is \$ _____ to \$ _____.

Services are available at the BRA Home Improvement Center, 81 Elm Street, Charlestown to provide guidance and assistance on financing, landscaping, and improvements to your home and property. Three percent (3%) Federal Loans (and in some cases grants of up to \$1500) are available to homeowners for rehabilitation work.

If you are interested in purchasing all or a portion of the parcel for the above uses, please complete and return the enclosed "Letter of Interest" before _____, 1966.

In making selections from those who submit proposals, the enclosed statement entitled "Policies and Procedures for the Sale of Small Parcels for Landscaping and Other Incidental Residential Uses," approved by the Authority on November 10, 1966, will apply.

If you have any questions, please call Mr. George Breene, at the Boston Redevelopment Authority, 81 Elm Street, at 242-2324.

Very truly yours,

EXHIBIT "B"

LETTER OF INTEREST

Boston Redevelopment Authority
81 Elm Street
Charlestown, Massachusetts

Re: Parcel _____ shown on attached map
Location: _____

Gentlemen:

I am the owner of property located at _____
that is an abutting property to the above small parcel.

I am interested in purchasing the entire parcel (or
specify fraction: _____) for the following new uses:

I have enclosed a brief description of what work I will
perform to improve the lot.

I understand that my proposal for developing the lot will
be studied along with proposals sent by owners of other
abutting properties and that a selection will be made by the
Authority in accordance with the "Policies and Procedures for
the Sale of Small Parcels for Landscaping and Other Incidental
Residential Uses."

If recommended for selection, I understand that I will
be asked to submit additional information as required in the
"Policies and Procedures," and if I purchase the lot, I will
agree to maintain it in good repair and in attractive condition
as long as I own it.

Very truly yours,

November 10, 1966

To: Boston Redevelopment Authority

From: Edward J. Logue, Development Administrator

SUBJECT: CHARLESTOWN URBAN RENEWAL PROJECT (Mass. R-55)
Disposition
Adoption of Policies and Procedures for the
Sale of Small Parcels for Landscaping and
Other Incidental Residential Uses

Within the Charlestown Urban Renewal Area there are a number of parcels designated for acquisition which are too small for the development of new housing. Under the Urban Renewal Plan, they may be disposed of for use as gardens, yards, plazas, parking spaces and additions to housing. A number of Charlestown residents who own properties adjacent to these parcels have written to find out what steps they should follow to purchase them for garden and other incidental residential uses.

A study was undertaken by the staff of the Charlestown Project to determine the best method to dispose of these parcels. As a result, the attached policies and procedures were prepared to cover those parcels that are impracticable for new housing or unsuitable for public recreational use. The policies and procedures outline a fair technique for offering the small parcels for development and for making the selection of the developer.

Preference is given first to persons owning property abutting the parcel in question, and second, to persons in the immediate area. Within each category, consideration will be given to persons who:

- (a) are maintaining the property under a permit from the City or with permission from the owner;
- (b) have inadequate back or side yards;
- (c) have a good record of maintaining their property.

As an exception to the above, even though an abutter desires to acquire the parcel, a leasehold interest may be granted to a non-abutter who has been maintaining the property under a garden permit or with permission of the owner. In this situation, the fee title would be granted to the abutter.

Before any group of parcels are offered for development under these policies and procedures, permission will be requested from the Authority.

I recommend that the attached policies and procedures be adopted.

An appropriate vote is attached.

